

# **HOW TO ACCOUNT FOR EMPLOYEES DURING AN EVENT**

# Purpose

- An event is an emergency that requires a full accounting of employees in the defined area. It can also be a test event as declared by DLA management.
- In either case, employees will be notified to account for themselves and supervisors are responsible for ensuring their employees are accounted for.
- A supervisor's role during an event is to monitor the accounting status of his/her employees, and account in FEPAAS for those who contact the supervisor directly instead of accounting for themselves in FEPAAS.

This instruction will show you how to account for employees in FEPAAS and monitor the accounting status of your organization. **You will need CAC access to perform these functions.**

# FEPAAS Main Page:

## <https://fepaas.whs.mil>

Once  
logged in,  
click on  
the  
'Accounting'  
tab

**FEPAAS** / **FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM**  
**DEFENSE LOGISTICS AGENCY (DLA)**

Logout

Home Manager/Supv. **Employees** Accounting Reports Reference My Info Help Admin

**Announcements**

As we look to the future, it is imperative to build a culture of preparedness for these events. We must be ever more proactive. We must define individual and organizational responsibilities for disaster preparedness and response. Preparedness is everyone's responsibility. Preparedness is power.

Another key part preparedness is the debut of the **Fourth Estate Personnel Accountability and Assessment System** or FEPAAS. This will be the official DoD tool for personnel accountability in the event of a natural or man-made disaster.

"Hurricane Katrina caught the services off guard with no real procedures in place to gain and maintain accountability of personnel and their family members," said Lt. Col. Trudy Leonard, chief of the Personnel Contingency Cell for the Army G-1.

FEPAAS was built based on a directive from the Department of Defense to address this issue. This Web-based tool allows employees to update information by using the internet or calling a toll-free number. In addition, FEPAAS will assist officials to determine the status of DoD employees and their families and then provide assistance as needed.

[Read more.](#)

**Help and Contact Info**

**Help and Contact Info:**

24-Hour DLA Customer Interaction Center (CIC)  
1-800-334-3414  
1-296-961-7625 (Commercial)  
661-7625 (DSN)

DLA CIC Hearing Impaired Numbers  
1-866-605-6566 (TTY)  
1-269-961-7800 (Commercial)  
661-7800 (DSN)

**I Need to...**

**I Need to...**

- ▶ Account for my employees
- ▶ See accounting reports for my Org ID
- ▶ See accounting reports for my hierarchy
- ▶ Find employees not on my roster
- ▶ Add a SUPV for my organization
- ▶ Update my contact info
- ▶ Lookup an Org ID by name
- ▶ Search the Org ID hierarchy
- ▶ Download reference information

**Training**

**Online FEPAAS Training**

**DCO** DEFENSE CONNECT ONLINE

Live, online training sessions.  
No registration is required, just login to DCO prior to the meeting time.

**How Do I...**

**How Do I...**

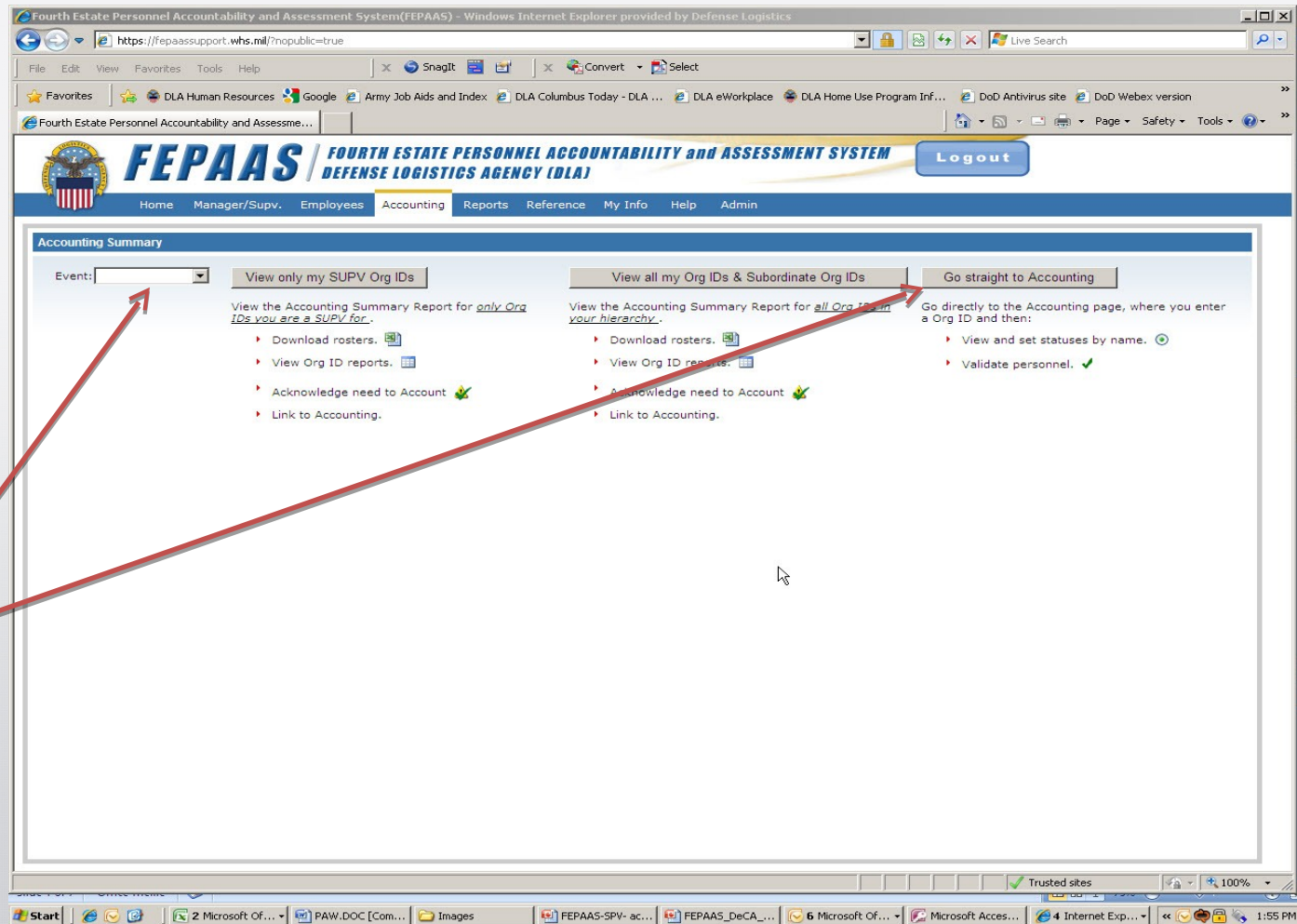
- ▶ Remove a SUPV from my organization?
- ▶ Find personnel on my roster that have not accounted?
- ▶ Download a User's Guide?

**FAQs**

- Do contractors need to be accounted for?
- How many Org IDs can I be a SUPV for?
- It's been 4 months since someone transferred. Why are they still on my roster?

# Accounting Menu Screen

First, select the event name, and then 'Go Straight to Accounting'



# Accounting for Employees: List of Employees

Click on 'Find'. You may wish to enter selection criteria.

Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer provided by Defense Logistics

https://fepaassupport.whs.mil/?npublic=true

File Edit View Favorites Tools Help

DLA Human Resources Google Army Job Aids and Index DLA Columbus Today - DLA ... DLA eWorkplace DLA Home Use Program Inf... DoD Antivirus site DoD Webex version

Fourth Estate Personnel Accountability and Assessment...

**FEPAAS** FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM  
DEFENSE LOGISTICS AGENCY (DLA)

Home Manager/Supv. Employees Accounting Reports Reference My Info Help Admin

Accounting for Fourth Estate Employees

Event Last Name (starts with) First Name (starts with) Full SSN Designation Type Org ID Accounting Status Population

DLA Test Event [ ] [ ] [ ] Any J8H9DS Any All

Records Per Page: 50 Find Reset Filter Add Employee

Total Records Shown: 22 Save Page Reset Page Page 1 of 1 Export to Excel

Accounting Status Definitions

Name	Added to Event (Mouse-over for reason)	Org ID	Clear	Accounted For At:	Current Location	Displaced Location	Other Accounting Options: (e.g. Deceased, Not Accounted For, Not Present in GAOI, etc.)	Notes	Last Accounted By
[REDACTED] (CIV)		J8H9DS	Clear				Transferred	Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear					Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear					Storms, Jim( J8H9DS )	2010-10-29 09:39 PST
[REDACTED] (CIV)		J8H9DS	Clear				On Leave	Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear				Deployed/TDYIA	Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear					Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear					Storms, Jim( J8H9DS )	2011-02-10 11:57 PST
[REDACTED] (CIV)		J8H9DS	Clear					Storms, Jim( J8H9DS )	2010-08-03 07:33 PST
[REDACTED] (CIV)		J8H9DS	Clear				On Leave	Storms, Jim( J8H9DS )	2010-08-03 07:34 PST

Back to Accounting Summary

A list of names will appear. **Only employees in the event population will be displayed.**



# Accounting for Employees: Accounting Options

Click on  
'Current  
Location' if  
the  
employee  
is  
accounted  
for at their  
residence  
or worksite

Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer provided by Defense Logistics

https://fepaassupport.whs.mil/?npublic=true

FEPAAS FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)

Home Manager/Supv. Employees Accounting Reports Reference My Info Help Admin

Accounting for Fourth Estate Employees

Event: DLA Test Event Last Name (starts with): First Name (starts with): Full SSN: Designation Type: Any Org ID: J8H9DS Accounting Status: Any Population: All

Records Per Page: 50 Find Reset Filter Add Employee

Total Records Shown: 23 Save Page Reset Page Page 1 of 1 Export to Excel

Name	Added to (Mouse-over for reason)	Org ID	Clear	Accounted For At:	Current Location	Displaced Location	Other Accounting Options: (e.g. Deceased, Not Accounted For, Not Present in GAOI, etc.)	Notes	Last Accounted By
██████████ (CIV)		J8H9DS	Clear		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Transferred	Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Storms, Jim( J8H9DS ) 2010-10-29 09:39 PST	
██████████ (CIV)		J8H9DS	Clear		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> On Leave	Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> Deployed/TDYIA	Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Storms, Jim( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear		<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Storms, Jim( J8H9DS ) 2010-08-03 07:33 PST	
██████████ (CIV)		J8H9DS	Clear		<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/> On Leave	Storms, Jim( J8H9DS ) 2010-08-03 07:34 PST	

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Click on 'Displaced Location' if the employee has moved to an alternate site during the event.

# Accounting for Employees: Saving Your Entry

When you have completed your entries, select 'Save Page'.

Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer provided by Defense Logistics

https://fepaassupport.whs.mil/?npublic=true

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Fourth Estate Personnel Accountability and Assessment...

**FEPAAS** FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA) Logout

Home Manager/Supv. Employees Accounting Reports Reference My Info Help Admin

Accounting for Fourth Estate Employees

Event: DLA Test Event Last Name (starts with): First Name (starts with): Full SSN: Any Designation Type: Any Org ID: J8H9ds Accounting Status: Any Population: All

Org ID Summary: J8H9DS  
Total Affected: 23  
# Accounted: 18  
# Unaccounted: 5

Records Per Page: 50 Find Reset Filter Add Employee Accounting Status Definitions

Total Records Shown: 23 Save Page Reset Page Page 1 of 1 Report to Excel

Name	Added to Event (Mouse-over for reason)	Org ID	Clear	Current Location	Displaced Location	Accounted For At:	Other Accounting Options: (e.g. Deceased, Not Accounted For, Not Present in GAOI, etc.)	Notes	Last Accounted By
██████████ (CIV)		J8H9DS	Clear			Transferred		Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear					Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear					Storms, Jim (J8H9DS ) 2010-10-29 09:39 PST	
██████████ (CIV)		J8H9DS	Clear			On Leave		Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear			Deployed/TDY/IA		Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear					Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear					Storms, Jim (J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CIV)		J8H9DS	Clear					Storms, Jim (J8H9DS ) 2010-08-03 07:33 PST	
██████████ (CIV)		J8H9DS	Clear			On Leave		Storms, Jim (J8H9DS ) 2010-08-03 07:34 PST	

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You will see the 'Last Accounted By' column filled in for each employee. Also notice the accounting summary block at the top of the page.

# Accounting for Employees: Page Features

The definitions for accounting status can be found .

You can view employee contact information by clicking on a name.

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https://fepaassupport.whs.mil/?npublic=true

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Fourth Estate Personnel Accountability and Assessment...

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Home Manager/Supv. Employees Accounting Reports Reference My Info Help Admin

Accounting for Fourth Estate Employees

Event: DLA Test Event First Name: (starts with) Full SSN: Designation Type: Org ID: Accounting Status: Population: Org ID Summary: J8H9DS Total Affected: 23 # Accounted: 15 # Unaccounted: 8

Records Per Page: 50 Find Reset Filter Add Employee Accounting Status Definitions

Total Records Shown: 23 Save Page Reset Page Page 1 of 1 Export to Excel

Name	Added to Event (Mouse-over for reason)	Org ID	Clear	Current Location	Displaced Location	Accounted For At:	Other Accounting Options: (e.g. Deceased, Not Accounted For, Not Present in GAOI, etc.)	Notes	Last Accounted By
(CV)		J8H9DS	Clear			Transferred		Storms, Jim (J8H9DS )	2011-02-10 11:57 PST
(CV)		J8H9DS	Clear					Storms, Jim (J8H9DS )	2011-02-10 11:57 PST
(CV)		J8H9DS	Clear					Storms, Jim (J8H9DS )	2010-10-29 09:39 PST
(CV)		J8H9DS	Clear			On Leave		Storms, Jim (J8H9DS )	2011-02-10 11:57 PST
(CV)		J8H9DS	Clear					Storms, Jim (J8H9DS )	2011-02-10 11:57 PST
(CV)		J8H9DS	Clear			Deployed/TDYIA		Storms, Jim (J8H9DS )	2011-02-10 11:57 PST
(CV)		J8H9DS	Clear					Storms, Jim (J8H9DS )	2011-02-10 11:57 PST
(CV)		J8H9DS	Clear					Storms, Jim (J8H9DS )	2011-02-10 11:57 PST
(CV)		J8H9DS	Clear					Storms, Jim (J8H9DS )	2010-08-03 07:33 PST
(CV)		J8H9DS	Clear			On Leave		Storms, Jim (J8H9DS )	2010-08-03 07:34 PST

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The list can be exported to an excel spreadsheet if required.



# Accounting for Employees: Completion

When complete, every employee should have an entry in

You can change a status later if it changes

Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer provided by Defense Logistics

https://fepaassupport.whs.mil/?noPublic=true

FEPAAS FOURTH ESTATE PERSONNEL ACCOUNTABILITY and ASSESSMENT SYSTEM DEFENSE LOGISTICS AGENCY (DLA)

Home Manager/Supv. Employees Accounting Reports Reference My Info Help Admin

Accounting for Fourth Estate Employees

Event: DLA Test Event Last Name (starts with): First Name (starts with): Full SSN: Designation Type: Any Org ID: J8H9DS Accounting Status: Any Population: All

Records Per Page: 50 Find Reset Filter Add Employee

Org ID Summary: J8H9DS  
Total Affected: 23  
# Accounted: 15  
# Unaccounted: 8

Accounting Status Definitions

Total Records Shown: 23 Save Page Reset Page Page 1 of 1 Export to Excel

Name	Added to Event (Mouse-over for reason)	Org ID	Clear	Current Location	Other Accounting Options: (e.g. Deceased, Not Accounted For, Not Present in GAOI, etc.)	Notes	Last Accounted By
██████████ (CV)		J8H9DS	Clear		Transferred	Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CV)		J8H9DS	Clear			Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CV)		J8H9DS	Clear			Storms, Jim ( J8H9DS ) 2010-10-29 09:39 PST	
██████████ (CV)		J8H9DS	Clear		On Leave	Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CV)		J8H9DS	Clear		Deployed/TDY/IA	Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CV)		J8H9DS	Clear			Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CV)		J8H9DS	Clear			Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
██████████ (CV)		J8H9DS	Clear			Storms, Jim ( J8H9DS ) 2010-08-03 07:33 PST	
██████████ (CV)		J8H9DS	Clear		On Leave	Storms, Jim ( J8H9DS ) 2010-08-03 07:34 PST	

Back to Accounting Summary

All employees (if in the event population) in the organization should be reflected in these counts.

# Accounting: Can't Find an Employee in FEPAAS

If the employee works for DLA, you can enter the SSN and

If the employee is new and can't be found by SSN, they can be added here. This should

The screenshot displays the FEPAAS web application interface. At the top, the URL is <https://fepaassupport.whs.mil/?nopublic=true>. The page title is "Fourth Estate Personnel Accountability and Assessment System (FEPAAS) - Windows Internet Explorer (Defense Logistics Agency)".

The main navigation bar includes links for Home, Manager/Supv., Employees, Accounting, Reports, Reference, My Info, Help, and Admin. The "Accounting" tab is selected.

The "Accounting for Fourth Estate Employees" section features a search form with the following fields: Event (DLA Test Event), Last Name (starts with), First Name (starts with), Full SSN, Designation Type (Any), Org ID (J8H9DS), Accounting Status (Any), and Population (All). A "Find" button is present. To the right, an "Org ID Summary" box shows: J8H9DS, Total Affected: 23, # Accounted: 16, # Unaccounted: 9.

Below the search form, there are buttons for "Records Per Page: 50", "Find", "Reset Filter", and "Add Employee". A "Page 1 of 1" indicator and an "Export to Excel" link are also visible.

The table below shows the results of the search. It has columns for Name, Added to Event (Mouse-over for reason), Org ID, Clear, Current Location, Displaced Location, Other Accounting Options (e.g. Deceased, Not Accounted For, Not Present in GAOI, etc.), Notes, and Last Accounted By.

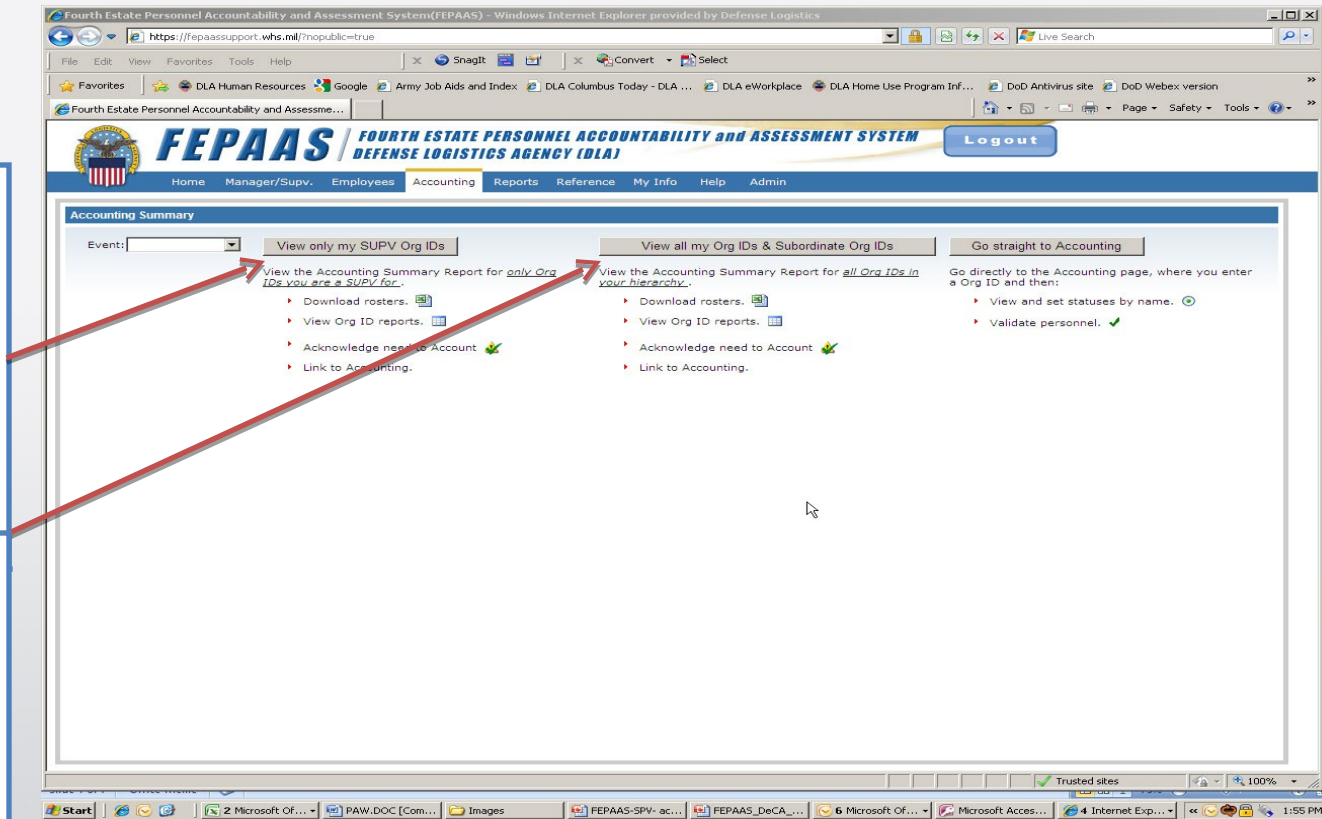
Name	Added to Event (Mouse-over for reason)	Org ID	Clear	Current Location	Displaced Location	Other Accounting Options (e.g. Deceased, Not Accounted For, Not Present in GAOI, etc.)	Notes	Last Accounted By
[REDACTED] (CIV)		J8H9DS	Clear			Transferred	Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CIV)		J8H9DS	Clear				Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CIV)		J8H9DS	Clear				Storms, Jim ( J8H9DS ) 2010-10-29 09:39 PST	
[REDACTED] (CIV)		J8H9DS	Clear			On Leave	Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CIV)		J8H9DS	Clear					
[REDACTED] (CIV)		J8H9DS	Clear			Deployed/TDY/IA	Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CIV)		J8H9DS	Clear				Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CIV)		J8H9DS	Clear				Storms, Jim ( J8H9DS ) 2011-02-10 11:57 PST	
[REDACTED] (CIV)		J8H9DS	Clear				Storms, Jim ( J8H9DS ) 2010-08-03 07:33 PST	
[REDACTED] (CIV)		J8H9DS	Clear			On Leave	Storms, Jim ( J8H9DS ) 2010-08-03 07:34 PST	

At the bottom of the table, there is a link: "Back to Accounting Summary".

# View / Report Options: Options for monitoring Accounting Progress

This area will display employees in your organization. Good for first line supervisors

This area will show all employees in all organizations within your security access.



For all options under the 'Accounting' tab, the system will only show employees included in the event population, so employees outside of the event will not appear.